3

Export Certification Manual

Sources for Import Requirements

EXCERPT

Contents

Introduction

The principal source of information for a country's import requirements is the EXCERPT database. The EXCERPT database contains the import requirements for over 150 countries. *Introduction to EXCERPT* on **page 3-2-3** discusses the type of information available and how to use the EXCERPT database.

Export Certification Project (EXCERPT)

The Export Certification Project (EXCERPT) is a database that contains summaries of the phytosanitary import requirements of foreign countries for plants and plant products. This information can be retrieved by PPQ employees, State and county cooperators, and other authorized users. EXCERPT is maintained through a cooperative agreement between APHIS and Purdue University's Center for Environmental and Regulatory Information Systems (CERIS).

While CERIS provides technical computing support, Export Services, APHIS-USDA-PPQ, is responsible for analyzing foreign countries import requirements and putting the information into EXCERPT.

Accessing EXCERPT

EXCERPT Accounts

In order to access the EXCERPT database, you **must** have an account. Requests for an EXCERPT account should be referred to your Export Certification Specialist (ECS). ECSs should contact Julie Clapp, Phytosanitary Program Specialist in Export Services, at (301) 734-6345, or email at Julie.L.Clapp@aphis.usda.gov. Provide the following information:

◆ Name

◆ Indicate whether State or Federal

◆ Indicate whether an ACO or other type of plant health official

◆ Address

◆ Phone number

◆ Email address

If you are **not** an ACO (e.g., private entity or another Federal or State government agency such as the Food and Drug Administration or the Environmental Protection Agency) you may establish an account by subscribing to EXCERPT. For information about subscribing to the database, contact Joe Hegarty, CERIS of Purdue University, at 1-765-494-4967 or e-mail <jhegarty@ceris.purdue.edu>.

Primary Website

Approved users access EXCERPT through an Internet web browser at the following web site address:

<http://excerpt.ceris.purdue.edu>

Alternate Websites for EXCERPT

In the event of an emergency (computer system fails or is shut down and EXCERPT **cannot** be accessed), EXCERPT users are instructed to access EXCERPT using the following alternative websites in the following sequence:

1. Primary alternate web site as follows:

<http://minorleague.ceris.purdue.edu>

Export Services will communicate (in advance) when the primary alternative source is activated. This website **cannot** be used at any other time.

2. Secondary alternate web site as follows:

<http://ceris.nlci.com>

CERIS will send an e-mail message when the secondary alternative source is activated. This website **cannot** be used at any other time.

3. *EXCERPT Emergency Response Plan*

Export Services will send an e-mail message when the last alternative source is activated and **must** be used until EXCERPT is returned to online status. The *EXCERPT Emergency Response Plan* outlines specific instructions for using EXCERPT and establishes specific responsibilities for selected emergency response locations (those delegated to provide information from export summaries while the system is shutdown). These response locations receive backup CD-roms from CERIS that contain all the export summaries on a regular basis (at least monthly), During the emergency, ACOs should contact the *Emergency Response* locations to obtain EXCERPT information. Inquires should be limited to those requiring immediate attention. See *Appendix A*, *EXCERPT Emergency Response Plan* on **page A-1-1** for a list of the response locations.

Introduction to EXCERPT

On the EXCERPT home page EXCERPT provides the following choices:

- ◆ **Messages and Alerts**
- ◆ **Export Summary Inquiry**
- ◆ **Recent Export Summary Changes**
- ◆ **Processed Products**

◆ **Ineligible Commodities**

◆ **Endangered Species**

◆ **Designated CITES Ports for Plants by State**

◆ **Phytosanitary Notes (PNs)**

◆ **Export Certification Specialists**

◆ **Keyword Search of Export Summaries**

◆ **Change Password**

◆ **Help Using EXCERPT**

◆ **EXCERPT Subscription and User Fees**

◆ **Scientific and Common Names of Plants**

◆ **Export Certification Manual**

Messages and Alerts

Messages and Alerts can be accessed at the EXCERPT home page. Critical information is provided in Messages and Alerts in order to ensure that ACOs become aware of specific issues on a timely basis. The information contained in Messages and Alerts may include immediate or impending changes to a country's import requirements, changes or clarification of APHIS policy, or special procedures.

Messages and Alerts contains contact information for the Export Services' staff and a link to a list of roles and responsibilities for each staff member. The countries that each staff member covers is also identified. This information is toward the bottom of the Messages and Alert page.

As a general rule, information will remain in Messages and Alerts for only 30 days.

Important

Due to the important nature of this information it is crucial that ACOs review Messages and Alerts each time they access EXCERPT.

Export Summary Inquiry

The Export Summary Inquiry can be accessed at the EXCERPT home page.

The Export Summary Inquiry link takes you to another web page where you can search for a country's import requirements. Each Export Summary contains a specific country's or group of country's phytosanitary requirements. Export summaries are prepared from translations of foreign plant quarantine regulations, official communications and bilateral agreements. The information in EXCERPT reflects the most recent regulations provided by a country to APHIS.

> **⚠ Important**
>
> Export summaries contain the import requirements for processed and unprocessed commodities.

Occasionally important changes in foreign regulations are **not** brought to the attention of USDA-APHIS-PPQ; therefore, ACOs should advise exporters that there may be informational gaps in the export summaries. In the case of unusual or expensive shipments, exporters or importers may wish to contact the National Plant Protection Organization (NPPO) of the importing country to obtain or confirm the requirements for particular commodities. Additionally, if an ACO receives official communication from a NPPO that differs from EXCERPT they should forward the information to Export Services.

> **⚠ Important**
>
> All import requirements in EXCERPT are for U.S. origin commodities unless specified otherwise. If the import requirements apply to a commodity that does not originate from the U.S., EXCERPT will specify the originating country.

Export Services (ES), generally, does not provide the import requirements for commodities originating from a third country. There are many reasons for this but, generally, information concerning the status of pests of concern in third countries is not available nor does ES have the staffing to maintain the import requirements for third countries in EXCERPT.

> **⚠ Important**
>
> The export summaries, in EXCERPT,of the import requirements of foreign governments are **not** to be considered legally authoritative.

Export summaries may be searched using either the "Summary Reference" or the "Approved" name of the country. The Summary Reference is the name of the export summary displayed in EXCERPT and may pertain to a group of countries. For example, the European Union consists of member countries. Rather than creating a separate Export Summary for each country the import requirements can be found in the Export Summary with the title "European Union." In this case the Summary Reference is "European Union."

The Summary Reference may or may not be the same as the Approved name of the country. EXCERPT can be searched using the Approved name of a country. The approved name of the country is the country name entered on a certificate.

> **Important**
> All import requirements in EXCERPT are for U.S. origin commodities unless specified otherwise. If the import requirements apply to a commodity that does not originate from the U.S., EXCERPT will specify the originating country

Commodities for each country are classified as:

- ◆ Unrestricted: commodities which have no phytosanitary requirements, but, may still be subject to inspection on arrival
- ◆ Restricted: commodities which must meet specific import requirements
- ◆ Prohibited: commodities which present a pest risk which can not be mitigated, thus the commodities are prohibited from entering a country

Each commodity or broad category is then listed in EXCERPT in one of the following sections within an Export Summary:

- ◆ Product Requirements
- ◆ General Information
- ◆ Subsidiary Information

Product Requirements Section

> **Important**
> All import requirements in EXCERPT are for U.S. origin commodities unless specified otherwise. If the import requirements apply to a commodity that does not originate from the U.S., EXCERPT will specify the originating country.
>
> Export summaries contain the import requirements for processed and unprocessed commodities.

The Product Requirements section includes the phytosanitary requirements for specific commodities based on the scientific name of the plant or plant part. Commodities may be listed by their family, genus or genus and species. In isolated cases, commodities may be listed at a higher taxon, e.g. order, class, etc.

The scientific classification used is determined by the importing country. While most commodities are listed by genus or genus and species some may be listed by family. Some commodities may be listed by both family and genus. ACOs should check for all variations. For example, the requirements for *Pinus* spp. may be found under *Pinus* spp. and Coniferae.

The Product Requirements section may be searched using either the scientific name or the common name of the commodity. Common names, though, are not identified for all commodities. ACOs should always try to use scientific names in order to avoid confusion because common names can apply to more than one commodity. Exporters are responsible for providing the scientific name of the commodity.

Each Product Requirements file is further broken down into plant parts. The identified plant parts are specified by each country. Each plant part may be defined in the "Definitions Of Terms And Coded Abbreviations" within the General Information section of an export summary. For a discussion on General Information refer to the *General Information Section* on **page 3-2-8**. Examples of plant parts which may be included in an export summary are:

◆ Cut flowers

◆ Fruit

◆ Grain

◆ Miscellaneous

◆ Nursery stock

◆ Vegetables

◆ Wood

The requirements under a plant part can be further broken down into subparts. There are many possibilities for subparts. Examples of subparts are:

◆ A specific species

◆ Origin at the county or state level

◆ The plant part can be further defined; lumber can be a subpart under wood

> ⚠️ **Important**
>
> The Product Requirements section for a specific commodity may not include all the requirements which may apply to a commodity. Requirements which are broad in nature may only be listed in the Restricted Products Section of General Information.

> ⚠️ **Important**
>
> All import requirements in EXCERPT are for U.S. origin commodities unless specified otherwise. If the import requirements apply to a commodity that does not originate from the U.S., EXCERPT will specify the originating country.

General Information Section

The General Information Section, primarily, contains information which does not pertain to specific commodities or information which can not be placed in the Product Requirements section due to computer software constraints.

General Information may include the following:

- ◆ Definitions of Terms and Coded Abbreviations
- ◆ Harmful Organisms That Are (condition)
- ◆ Prohibited Products
- ◆ Restricted Products
- ◆ Unrestricted Products
- ◆ Wood Packaging Materials
- ◆ Miscellaneous Requirements

Definitions of Terms and Coded Abbreviations

This section includes definitions as specified by a country. Since each country provides their own definitions for terms it is important that ACOs review this section. For example, the definition of a Phytosanitary Certificate (PC) may include specific time limits with respect to the allowable time period between inspection and issuance of a PC; different countries can have different time limits.

Harmful Organisms That Are (condition)

These are lists of diseases, pests, and weed seeds that a country may regulate. These lists are unique to each country and can have various conditions under which an organism is prohibited or restricted.

Prohibited Products

> ⚠️ **Important**
>
> All import requirements in EXCERPT are for U.S. origin commodities unless specified otherwise. If the import requirements apply to a commodity that does not originate from the U.S., EXCERPT will specify the originating country.

The Prohibited Products section identifies commodities which are prohibited from entering a country. Prohibited products **must** not be certified unless an import permit or other form of official communication from the National Plant Protection Organization (NPPO) of the importing country is presented and all conditions can be met.

Unlike the Product Requirements section, which can be searched by the scientific name, the Prohibited Products section is searched by plant part. Under the plant part will be a list of commodities that are prohibited by a country. Each plant part may be defined in the "Definitions Of Terms And Coded Abbreviations" within the General Information section of an export summary. For a discussion on General Information refer to *General Information Section* on **page 3-2-8**. Examples of plant parts which may be included in the Prohibited Products section are:

◆ Cut flowers

◆ Fruit

◆ Grain

◆ Miscellaneous

◆ Nursery stock

◆ Vegetables

◆ Wood

The requirements under a plant part can be further broken down into subparts. There are many possibilities for subparts. Examples of subparts are:

◆ A specific species

◆ Origin at the state level

◆ The plant part can be further defined; lumber can be a subpart under wood

Restricted Products

All import requirements in EXCERPT are for U.S. origin commodities unless specified otherwise. If the import requirements apply to a commodity that does not originate from the U.S., EXCERPT will specify the originating country.

Important

The Restricted Products section contains import requirements that are general in nature and pertain to a broad category of commodities. For example, requirements that pertain to all "Annual and Biennial Plants" would be contained in the Restricted Products section, rather, than in the Product Requirements section. These types of general requirements are not in the Product Requirements section because ES can not identify all the commodities, in the Product Requirements section, that this type of requirement may pertain to.

Because of the broad nature of the requirements in the Restricted Products section and the fact that the same information may not be provided in the Product Requirements Section it is imperative that ACOs review the Restricted Products Section.

Unlike the Product Requirements section which can be searched by the scientific name, the Restricted Products section is searched by plant part. Each plant part may be defined in the "Definitions Of Terms And Coded Abbreviations" within the General Information section of an export summary. For a discussion on General Information refer to the *General Information Section* on **page 3-2-8**. Examples of plant parts which may be included in the Prohibited Products section are:

◆ Cut flowers

◆ Fruit

◆ Grain

◆ Miscellaneous

◆ Nursery stock

◆ Vegetables

◆ Wood

The requirements under a plant part can be further broken down into subparts. There are many possibilities for subparts. Examples of subparts are:

◆ A specific species

◆ Origin at the state level

◆ The plant part can be further defined; lumber can be a subpart under wood

Unrestricted Products

⚠️ **Important**

All import requirements in EXCERPT are for U.S. origin commodities unless specified otherwise. If the import requirements apply to a commodity that does not originate from the U.S., EXCERPT will specify the originating country.

The Unrestricted Products section lists commodities that a country does not regulate and, therefore, do not require a phytosanitary certificate. These commodities, however, are still subject to inspection on arrival. The commodities may be listed by scientific name or as a broad category (grain, flour, wood, etc.).

Information contained in the Unrestricted Products section may not be in the Product Requirements section, especially, if the information pertains to a broad category of commodities. For example, if a country classifies "all grain and grain products" as unrestricted the information would be in the Unrestricted products section and not, necessarily, in the Product Requirements section. These types of general requirements are not in the Product Requirements section because ES can not identify all the commodities, in the Product Requirements section, that this type of requirements may pertain to.

Because of the broad nature of the requirements in the Unrestricted Products section and the fact that the same information may not be provided in the Product Requirements Section it is imperative that ACOs review the Unrestricted Products Section.

Unlike the Product Requirements section which can be searched by the scientific name, the Unrestricted Products section is searched by plant part. Each plant part may be defined in the "Definitions Of Terms And Coded Abbreviations" within the General Information section of an export summary. For a discussion on General Information refer to the *General Information Section* on **page 3-2-8**. Examples of plant parts which may be included in the Prohibited Products section are:

◆ Cut flowers

◆ Fruit

◆ Grain

◆ Miscellaneous

◆ Nursery stock

◆ Vegetables

◆ Wood

The requirements under a plant part can be further broken down into subparts. There are many possibilities for subparts. Examples of subparts are:

◆ A specific species

◆ Origin at the state level

◆ The plant part can be further defined; lumber can be a subpart under wood.

Wood Packaging Materials

The Wood Packaging Materials section contains the import requirements for wood packaging material (WPM). Exporters, whose shipment contains WPM, should be advised about the importing country's WPM requirements.

Miscellaneous Requirements

Each export summary is unique to a particular country and may require additional categories in the General Information section. Some examples are: areas that are free of specific pest, bilateral agreements, ports of entry, and work plans.

It is important that ACOs review all the categories in the General information section to ensure that critical information is not overlooked.

Subsidiary Information Section

Subsidiary Information, usually, does not contain information of a phytosanitary nature, but it may contain information of interest to exporters (such as contacts for import permits, requirements for importing bees, geographical samples, etc.).

Recent Export Summary Changes

The Recent Export Summary Changes can be accessed at the EXCERPT home page.

When changes are made to the information in EXCERPT the new or changed information cannot be highlighted. Only the files within an export summary include a date which is indicated at the top of the page. At this time it is not possible to indicate what information in the file changed.

Although limited in scope, ACOs can use the Recent Export Summary Changes section to identify what information changed in a specific file. This information, however, is only available for a limited amount of time.

Processed Products

Important Before deciding to issue a PPQ 578 for a processed product ACOs must review the country's Export Summary to determine whether the commodity is restricted.

Processed Products can be accessed at the EXCERPT home page.

The Processed Products section of EXCERPT lists the only commodities that have been identified by Export Services as being eligible for a specific type of certificate. The type of certificate a specific commodity is eligible for will be indicated. ACOs cannot issue a PPQ 578 for processed commodities that are **not** listed in the Processed Products section of EXCERPT.

The Processed Products section can be searched two different ways. At the initial page, titled, "Processed Products Inquiry",

◆ If you leave the Product Name block blank, EXCERPT will return a list of commodities that are eligible for a PPQ 578. The list can then be searched by scrolling through the web page. Additionally, the letters of the alphabet are at the top of the page. If you click on a letter you will be taken to the list of commodities that begin with that letter. This is the most efficient way to determine if a commodity is listed due to differences in how an exporter describes the commodity versus EXCERPT.

◆ The commodity can be specified in the Product Name block. If the commodity is listed in the EXCERPT database you will be directed to the listing for that commodity on the web page.

Each commodity has a hypertext link that directs the user to additional information on the commodity. For each commodity on the Processed Products Menu, EXCERPT will indicate **which certificate the commodity is eligible for**. Additional information that may be provided is: definition of the commodity, the intended use of the commodity, etc. , It is important that ACOs read this information. Failure to read the additional information may lead to an incorrect certification.

> ⚠️ **Important**
>
> The inclusion of a commodity as eligible for a PPQ 578 is not an indication that any country will accept the certification of a commodity with a PPQ 578. Refer to the appropriate export summary to determine a specific country's requirements with respect to the commodity.

Ineligible Commodities

Ineligible Commodities can be accessed at the EXCERPT home page. The Ineligible Commodities list is a list of processed plant products that are not eligible for any type of certificate. The list is not all-inclusive, nor is it intended to perform the exhaustive task of containing all commodities which are considered ineligible for a certificate. Rather, this list simply addresses the most common inquiries Export Services has received over the years in determining a commodity's eligibility.

The Ineligible Commodities section can be searched two different ways. At the initial page, titled, "Ineligible Commodities Inquiry,"

◆ The commodity can be specified in the Commodity Name block. If the commodity is listed you will be directed to the listing for that commodity on the web page.

◆ If you leave the Commodity Name block blank EXCERPT will return a list of commodities that are ineligible for certification. The list can then be searched by scrolling through the web page. Additionally, the letters of the alphabet are at the top of the page. If you click on a letter you will be taken to the list of commodities that begin with that letter.

Each commodity has a hypertext link that directs the user to additional information on the commodity. Generally, the information will pertain to other Federal or state agencies that may be able to provide some type of certificate for the commodity.

The reference to another agency is not an indication that any country will accept the certificate from that agency in lieu of a Phytosanitary Certificate (PC). This information is only provided as a service to exporters.

Endangered Species

Endangered Species can be accessed at the EXCERPT home page.The Endangered Species section of EXCERPT lists the commodities that are regulated by the Endangered Species Act (ESA) and Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES).

The Endangered Species section can be searched three different ways. At the initial page, titled, "Endangered Species Inquiry",

◆ The scientific name of the commodity can be specified in the Species Name block. If the commodity is listed you will be directed to the web page with the information for that commodity.

◆ If you leave the Species Name block blank EXCERPT will return the entire list of commodities that are regulated by the ESA and CITES. This is a long list and will take some time to upload.

◆ Users can click on the first letter of the scientific name of the commodity. A hypertext link for each letter of the alphabet is listed at the top of the page. EXCERPT will return a list of all commodities, that begin with the chosen, that are regulated by the ESA and CITES. Users can scroll through the list or use their internet browser to search for a commodity.

Designated CITES Ports for Plants by State

Designated CITES Ports for Plants by State can be accessed at the EXCERPT home page. The Designated CITES Ports for Plants by State section directs the user to a website maintained by APHIS. Users can use this website to determine which PPQ ports are allowed to certify commodities regulated by ESA or CITES.

Phytosanitary Notes (PNs)

PNs can be accessed at the EXCERPT home page. One important feature of EXCERPT are Phytosanitary Notes (PNs). Each PN is given a number and a date. If the information in a PN is changed in anyway the PN will be reissued with a new PN number and date. ACOs should review the list of PNs each time they enter EXCERPT due to the important nature of the information provided in PNs. PNs cover such topics as the following:

◆ Interpretations of import requirements pertaining to countries that have **no** export summary

◆ New import requirements pertaining to a specific country while Export Services prepares an updated export summary

◆ Special notes providing administrative guidance about nationwide export certification issues and about issuing Federal plant export certificates (these PNs may be specific to a country)

◆ A summary of foreign notifications of non-compliance. These notifications are issued by US trading partners when US agricultural exports do not meet their phytosanitary requirements.

◆ Summary of Export Services's annual review of selected Federal plant export certificates

Superseded and outdated PNs are omitted from the list because the information either has expired or has been incorporated into the ECM or the applicable export summary.

Export Certification Specialists

Export Certification Specialists can be accessed at the EXCERPT home page. The Export Certification Specialist (ECS) section allows the user to click on a map of the US to determine who the ECS is for a specific state.

![Important] .If you are an ECS and the contact information for you is incorrect in EXCERPT contact your Regional Program Manager.

Important

Keyword Search of Export Summaries

The Keyword Search of Export Summaries can be accessed at the EXCERPT home page.The Keyword Search of Export Summaries section allows users to search the EXCERPT database for information. Instructions for using the search function are included on the web page.

Change Password

Change Password can be accessed at the EXCERPT home page.The Change Password section allows users to change their password. Instructions for changing your password are included on the web page. You will be directed to the web page which will allow you to change your password you must enter your user name and password.

Caution: if more than one person uses the same password do not change the password without notifying all the personnel using that password.

Help Using EXCERPT

Help Using EXCERPT can be accessed at the EXCERPT home page. The Help Using EXCERPT provides guidance on how to navigate EXCERPT.

EXCERPT Subscription and User Fees

EXCERPT Subscription and User Fees can be accessed at the EXCERPT home page. The EXCERPT subscription and user fees provides information on how the **public and other governmental agencies** can obtain access to EXCERPT.

Scientific and Common Names of Plants

Scientific and Common Names of Plants can be accessed at the EXCERPT home page. The Scientific and Common Names of Plants (Ag. Handbook 505) section provides a link to the Germplasm Resources Information Network (GRIN) database. This database can be used to search for scientific and common names.

Export Certification Manual

The Export Certification Manual can be accessed at the EXCERPT home page. The On-line Export Certification Manual section provides a link to the APHIS website that maintains a copy of the Export Certification Manual.

Other Important Information

Official Communication that Conflicts with EXCERPT

When an exporter presents import requirements that differ from those in EXCERPT the information **must** be in the form of official communication from the National Plant Protection Organization (NPPO) of the importing country. These official documents may be import permits, special authorizations, or other forms of correspondence. An official document from the NPPO takes precedence over the information in EXCERPT. Import requirements provided in official documents that differ from an export summary should be brought to the attention of Export Services through proper channels.

Refer to Sources for Import Requirements: *Official Communication* on **page 3-3-1**.

> **Important** — Letters of credit are not considered official communication. A letter of credit is a financial document and must **not** be considered when determining what phytosanitary conditions a commodity must meet. Letters of credit are **not** issued by the NPPO.

Symbols for Pests Mentioned in Export Summaries

Not mentioned elsewhere are the symbols used in EXCERPT to indicate the status of pests in the Continental United States. The symbols are used to assist ACOs in determining the correct phytosanitary actions to take. The symbols are used in export summaries to highlight those pests that are **not** known to occur in the Continental United States and those pests **uncertain** to occur in the Continental United States. Table 3-2-1 below lists the symbols used to indicate pest status in export summaries.

> **Important** — EXCERPT does not always indicate the status of pests in the U.S. The Product Requirements section will always indicate the status of pests of concern.

TABLE 3-2-1: Identification of Pest Status in Export Summaries

When there is:	Then the listed harmful organism is:
No symbol next to the harmful organism	**Known** to occur in the Continental United States
* next to the harmful organism	**Not** known to occur in the Continental United States
+ next to the harmful organism	**Uncertain** to occur in the Continental United States

The status of pests, within lists of harmful organisms, may or may not have been determined; each list will indicate if the status of pests has been determined for that particular list.